

DUTY STATEMENT

Classification: Energy Commission Specialist I (FO)	Position No. 820-4947-011
CBID: R10	Office: Demand Analysis
Date Prepared: August 2015	Division: Energy Assessments Division
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist I is under the general supervision of the Energy Commission Supervisor II (Forecasting) in the Demand Analysis Office in the Energy Assessments Division. As a project manager, the incumbent will assist in the development of the energy demand forecast prepared to support the Energy Commission's *Integrated Energy Policy Report (IEPR)*. The incumbent will also independently perform the more complex technical and analytical work above the journey working level related to the effects of energy conservation programs in order to quantify their impact on future energy demand.

WORKING CONDITIONS: Work is performed indoors in an office setting, conference and/or hearing room environment, and may require standing and walking as well as sitting for long periods of time. Work area is lighted and ventilation is adequate. The noise level may be high. Some travel may be required to attend off-site meetings. Additional hours beyond and eight-hour day or forty-hour workweek may be required.

DUTIES AND RESPONSIBILITIES:

- 40% As a project manager, assist the Forecast Architect in initiating, directing, and coordinating various modeling projects that are needed to prepare the energy demand forecast that supports the Energy Commission's *IEPR*. This will include developing a schedule for each product and the overall forecast, and coordinating the demand forecast work with the *IEPR* process. Prepare written documents and oral presentations related to energy demand in specific regions of California that will support or be included in the *IEPR* and other proceedings. (E)
- 30% Lead projects to update, revise, and maintain computer models that determine the state's energy forecast for future California energy efficiency savings. Serve as a team lead in developing and/or performing scenario analysis for testing energy efficiency programs and policies. Adjust efficiency forecast inputs based on evaluation, measurement and verification data. Assist technical subject matter experts in modeling the impacts of utility efficiency programs, state efficiency codes and standards, and other programs. (E)
- 15% Perform research and analyses and prepare technical reports on energy demand forecast trends. Attend meetings, conferences, hearings, and workshops, and present conclusions and recommendations to staff, Energy Commission management and Commissioners, other government agencies, legislature, media, Demand Analysis Working Group, and private entities in energy demand research. (E)

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CEC-004 (Revised 04/07)



- 10% Follow the CPUC investor owned utility (IOU) Long-Term Procurement Planning (LTPP), CPUC proceedings forecast-related proceedings, and publicly owned utility (POU) efficiency and procurement proceedings, and provide feedback to staff, the CPUC, IOUs, CAISO, and POUs as needed. Coordinate energy demand forecast work as needed with the various agency and utility processes. (E)
- 5% Perform other duties, including but not limited to contract management, as required consistent with the job specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Incumbent Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Specialist I (FO) </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> Sandra Fromm Date </div> <div style="display: flex; justify-content: space-between;"> Energy Commission Supervisor II (FO) </div>